SPEAR: Summer Programs Enrollment & Attendance Reporting

Enrollment Manual

Tennessee Department of Education | May 2021

Overview

The Tennessee Department of Education (TDOE) is releasing an application for reporting enrollments, attendance and pre/post-test results in the summer camp programs. This instruction overview provides information on managing enrollment within the application.

There are three main components to ensuring proper enrollment for students in the summer programs:

1. **Classes:** Classes are grade level and designate the program type:
    a. Summer Learning Camp (Grades 1-5): Use when you have different teacher(s) from the STREAM Camp program.
    b. STREAM Camp (Grades 1-5): Use when the STREAM Camp program has different teacher(s) from the Summer Learning Camp.
    c. Summer/STREAM Hybrid (Grades 1-5): Use when STREAM camp and Summer Learning Camp are combined and use the same teachers teaching both.
    d. Learning Loss Bridge Camp (Grades 6-8)

2. **Teacher and Teacher Assignment**

3. **Student and Student Assignment**

There are two methods for completing enrollment for summer programs:

1) ***Initial & Bulk Enrollments:*** This method will be used to streamline the initial enrollment data loads. Districts will submit the necessary data in the available upload templates to TDOE to load into SPEAR. Additionally, for any subsequent bulk uploads (more than 50 records), districts may submit these files to TDOE to process. The District Technology team will assist with all initial and bulk uploads into the application. If you have questions, please contact dt.support@tn.gov.

2) ***Individual Enrollments:*** Once your summer sessions begin, administrators will have the ability to add enrollment data (classes, teachers or students) through the enrollment application. This method is better suited for adjustments to enrollments rather than mass changes.

This manual is divided into two sections that provide detailed information on completing the enrollment process for the two methods identified above.

Initial and Bulk Enrollments

For the initial enrollment, bulk enrollment loads (more than 50 students), or if you have interim updates of more than 50 records, the District Technology team will help to manage those uploads. To ensure we have accurate and error free uploads, please review the attached template. When you are ready for a bulk upload, please contact dt.support@tn.gov and they will provide templates specific for your district within the EIS Supervisor folder of TNShare.

Step 1: Create classes

For each of the classes that students are grouped into, please enter the following information into the **classes** tab of the template:

- SchoolName – Enter the school name as it appears in the TDOE School Directory
- Grade – Select value of grade level (1-8) for the class created. Grades should reflect the grade level the student is entering in the upcoming academic year.
- ClassType – Select the Summer Camp Program Type
    - Summer Learning Camp (Grades 1-5): Use when your Summer Learning Camp program is separated from the STREAM Camp program.
    - STREAM Camp (Grades 1-5): Use when your STREAM Camp program has separate schedule from your Summer Learning Camp.
    - Learning Loss Bridge Camp (Grades 6-8): For all students grades 6-8
    - Summer/STREAM Camp Hybrid (Grades 1-5): Use when you have combined your STREAM camp into your Summer Learning Camp program day.

Once you have entered the data into the first three columns, the "ClassName" will auto-populate. This will be the class key for the SPEAR application. This auto-population uses the same recommended format from the manual creation.

Important Notes:

- There can be more than one of the same class type per grade within the same school. The ClassName will be the unique identifier for each of the different classes.
- Please note the SchoolName is a pre-determined list of schools based on current EIS data. If you do not see a school name in the list, or it is listed incorrectly, please contact dt.support@tn.gov to have the data corrected in the school directory as well.
- Please note the class name that is created when you enter the data. You will need this when student and teacher data is loaded as well.

Step 2: Add the enrolled students and assign to a class

To ensure accurate reporting, TDOE will reconcile the enrollment data submitted with EIS data. Any student attending a summer program should be enrolled in the school district through the district SIS package and have a StateStudentID.

- StateStudentID – This is the "State ID" value for the student in EIS.
- FirstName – First name as it appears in SIS/EIS (should be student legal first name)
- LastName – Last name as it appears in SIS/EIS (should be student legal last name)
- Class – There are 4 class columns in the template, though all may not be used. Please assign the student to the appropriate corresponding program that was created on the "Class" tab.

Step 3: Add teachers and assign to a class

For accurate teacher reporting, TDOE will match teachers submitted through the enrollment process to available EIS data by Teacher License Number.

- TLN – Teacher License Number. Please enter as found in SIS/EIS without leading zeros.
- FirstName – Teacher legal first name as found in SIS/EIS
- LastName – Teacher legal last name as found in SIS/EIS
- EmailAddress – this should be the teacher's district email address that is associated with their Orion account.
- Class – During the summer programs, a teacher may be assigned to lead/assist in one or more classes. Please indicate all classes to which a teacher is assigned.

NON-LICENSED TEACHERS: If a teacher for the summer program is not a licensed teacher or does not yet have a TLN, then please populate the TLN with the last name of the teacher. That teacher will be treated as a non-licensed teacher for reporting purposes.

The attached file has sample data. The individual enrollment files for your district will be found in the district TNShare folder for EIS Supervisors. If you need assistance accessing TNShare or populating the bulk upload spreadsheet, please contact dt.support@tn.gov.

Individual Enrollments

Throughout the summer programs, districts may need to update enrollment records to add or remove students, teachers or classes. The SPEAR application provides an easy-to-use portal to make these changes. The information below provides details and steps on how to access SPEAR and adjust individual enrollment records.

Logging into the application

- Log in to TDOE Orion (https://orion.tneducation.net)
- Find the Summer Program Application icon on your dashboard. If you don't have one, please contact dt.support@tn.gov.
- Launch the application from Orion. You will see the home screen. Select "Sign-In" in the top right corner.
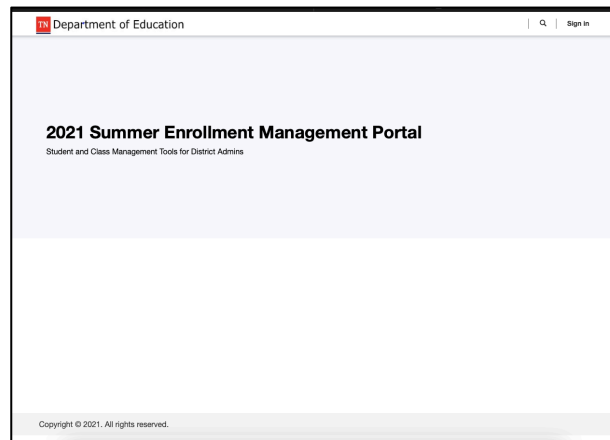
- If required, click on "Sign in with TDOE Orion" on the below screen.

Class Management

- You will launch to your profile page. You can skip this page for now.
- Select "Classes" at the top of the screen to navigate to class management.
  - You will see all classes for which you have privileges or to which you are assigned.
    - District Level Administrators will see all classes in all schools associated with a district.
    - School Level Administrators will see all classes within their school.
    - Teachers will see all classes to which they have been assigned.

- o Click the link for the class name to see details of the class.

- o Select the drop-down at the end of the row for edit/delete functions.

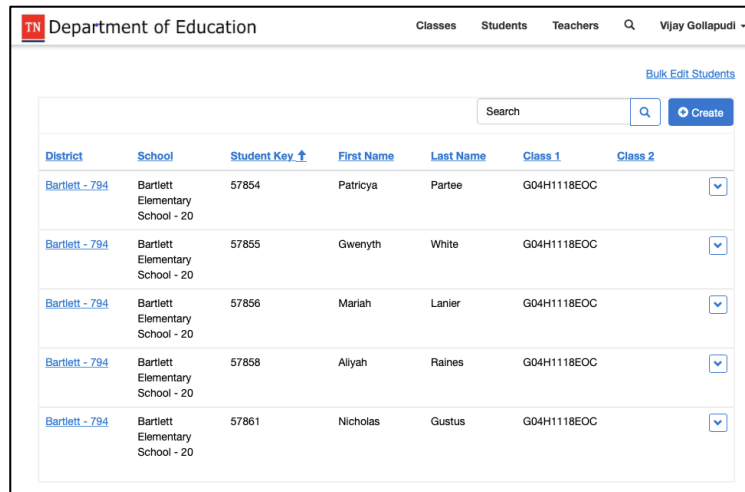- To create a new class, select the "Create" button next to the search bar.

- o On the Create screen, enter a "ID" – this is a name for the class to uniquely identify that class. The recommended format is [district_id]_[first 3 letters of schoolname]_[grade level]_[4 digit number] (i.e. 190_Gra_3_0102).
- o Start Date/End Date – when will the summer camp class start and end
- o School – in what school is the class being hosted. Selecting the school will auto-populate the district value.
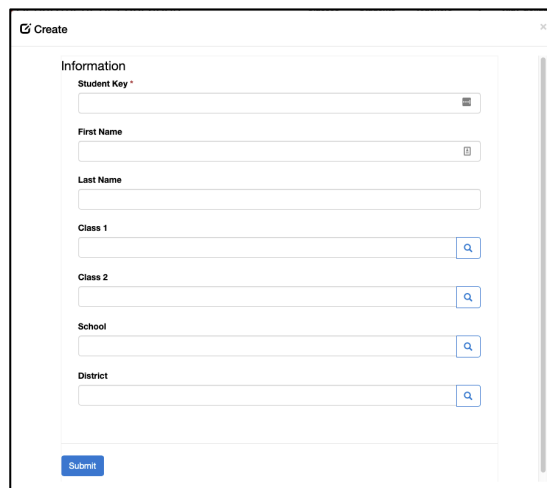
Student Management

- Select *Student* at the top of the screen. This will bring you to the Student List Screen.
- You will see all students for which you have access to:

- The arrow at the end of the row provides the maintenance capabilities (i.e., edit/delete).
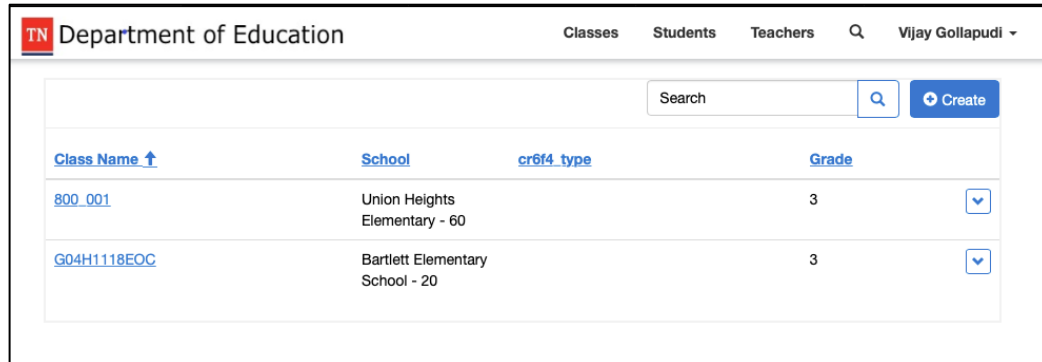- To create/add a new student, select the "Create" button on the top right.

- o The StudentKey must match the StateStudentID for the student found in EIS/your SIS package.
- o First Name/Last Name – This should match the Legal First Name and Last Name found in EIS/SIS package.
- o Class 1/2 – Assign the student to the appropriate class(es). If you have different teachers for your Stream and Summer Programming, you can assign the student to each of those camps. If the camp is hybrid (same teacher teaching both camps), just use Class 1.
- o Please make sure the school/district information where the student is attending is accurate.
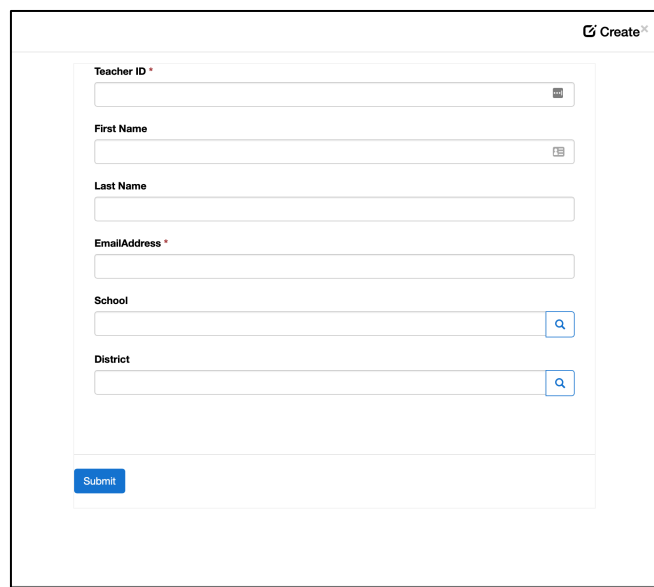
Teacher Management

- Teacher Management works similarly to Student Management.
- To manage Teachers, select 'Teachers' from the top of the page.

- Select the drop-down to manage existing teachers.
- To create a new teacher, click the 'Create' button.

- The Teacher ID must be the Teacher License Number. If the teacher is not a licensed teacher, please enter the Teacher Last Name in that field.
- The email address should match the district email address for the teacher.

Teacher Class Assignment/Management

- Once all teachers and classes have been created, you can now assign teachers to the classes they will be teaching. Because a teacher may be teaching more one class, or a class can have more than one teacher, this will allow districts to ensure all teachers are able to view all their students.

- Select the class to which you want to assign the teacher.
- Select the teacher who should be assigned to the class.